

HUMAN RESOURCES MANAGEMENT

FEDERAL EXECUTIVE BOARD (PROJECT 7022000)

Description of Service: Federal Executive Boards (FEBs) were established under a Presidential Directive in 1961 and are located in 28 major cities. The Office of Personnel Management and the President's Management Council provides policy direction and guidance to the FEBs, and funding is derived from other executive agencies. FEBs were established to improve internal federal management practices and serve as the focal point for coordinating and sharing information and expertise among federal agencies. They are major points of contact between the government and the private sector. The board sponsors executive seminars and coordinates major programs including the Combined Federal Campaign, Savings Bond Drive and Public Service Recognition Week. It is the primary office for promotion of a positive federal image in the community.

Basis of Charge - Automatic Monthly: There are two parts to this billing algorithm: (1) PTO costs are allocated and billed according to the Memorandum of Agreement between PTO and the Office of the Secretary; and (2) the remaining costs are billed to operating units and bureaus based on their share of the Department's FTE.

DIVERSITY EMPLOYMENT PLAN - OHRM (Initiated in FY-2000) **(PROJECT 7121000)**

Description of Service: This project supports recruitment related activities designed to increase the number of applicants from under-represented groups who apply for DoC vacancies. The outreach will be directed towards minorities, women and disabled persons and will be facilitated through job/career fairs sponsored by Minority Serving Institutions and organizations advocating on behalf of these groups.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

HUMAN RESOURCES MANAGEMENT (Continued)

CANDIDATE DEVELOPMENT PROGRAM (PROJECT 7150000)

Description of Service: The Department of Commerce (DOC) Candidate Development Program (CDP) is designed to create a pool of qualified candidates for Senior Executive Service (SES) positions. The Department's FY 2002 workforce analysis indicated that 71% of the 344 members of the Senior Executive Service would be eligible for retirement in FY 2007. This is compounded by the fact that 39% of the pool of candidates at the mid-management level would be eligible for retirement during the same time frame. With this almost certain exodus of experienced leaders throughout the Department, it is imperative that succession planning be implemented in a systematic and timely manner. The DOC SES Candidate Development Program is designed to address this Human Capital Planning need and is in support of the President's Management Agenda. The program provides a series of development experiences for high-caliber GS-14/15 or equivalent individuals with demonstrated potential to assume SES positions. These experiences will include formal courses and seminars, developmental assignments, and individual mentoring from current SES members. Participation in this CDP is on a part-time basis over a period up to 24 months.

Basis of Charge - Manual: Bureaus are charged for its candidates that actually participate in the program.

MSI OUTREACH ACTIVITIES (formerly MSI Financial Assistance and Grant Promotion Activities) (PROJECT 7924000)

Description of Service: This project supports activities promoting DoC employment opportunities and financial assistance programs with Minority Serving Institutions (MSIs), including the Post-secondary Internship Program, as they relate to increasing opportunities for and representation from minority communities. Other outreach activities include participation in a wide variety of conferences and expositions sponsored by minority organizations serving under-represented communities.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the Department's FTE.